

Utah Office of Museum Services

STABILIZATION GRANTS

GRANT DEADLINE: Friday, April 15, 2005

Description of Stabilization Grants

Stabilization Grants provide a maximum of \$3,000 to assist in improving a museum's fundamental (nuts and bolts) operations.

General Conditions

1. All grants are awarded on a one-to-one (**cash or in-kind**) match basis.
2. Grant awards will not exceed \$3,000.
3. OMS will not fund a grant request that duplicates funding from another local, state, or national government agency. The Office will fund different parts of a larger project, i.e., printing of a catalog for an exhibition or the design and display of an exhibition itself.
4. When a consultant is used as part of the project, a resume must be attached showing consultant's qualifications.

Projects Eligible for Support Include, but are not Limited to the Following:

- Cataloging;
- Conservation treatment of specific objects
- Purchases of equipment, e.g., computers, printers, etc. Requests must be accompanied by two (2) quotations and documentation from the vendor of choice.
- Fund raising plans;
- Minor building renovations, including new roofs, heating/cooling systems, repairs to doors and windows, improving accessibility, etc.;
- Attendance at a workshop or conference;
- Supporting the costs of a visiting professional who will provide training to museum staff.

Activities Ineligible for Stabilization Grants

- Endowments;
- Acquisition of objects for the collection;
- Salaries for existing part-time or full-time staff positions;
- Projects that have been initiated prior to the date of the award;
- Prizes and awards;
- Expenses for entertainment;
- Lobbying expenses.

Eligibility Requirements

Museums Applying for Stabilization Grants Must:

1. Be located in Utah;
2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service; or be operated by a government entity;
3. Be open to the general public on a regular basis with a publicly announced and adhered to schedule of at least 1,000 hours per annum;
4. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates;
5. Have been incorporated and have been exhibiting to the public for at least one year prior to the submission of the grant application; and
6. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition of objects owned or used by the museum.

Review Process and Criteria for Stabilization Grants

A panel selected from Utah museums and representatives from Utah's education, tourism, and economic development communities will review eligible applications. The panel will provide recommendations to the Utah Office of Museum Services Advisory Board which will make the final grants decision.

The following criteria will be used to evaluate applications:

- Evidence of sound organizational planning and fiscal management for project;
- Demonstrated merit of the project;
- Evidence of ability to administer and implement the project;
- Long-term benefits project will have on the museum;
- Completeness and clarity of applications.

Confirmation/Acknowledgments

Upon receipt of the Utah Office of Museum Services notification of award, the grantee must confirm acceptance of the grant by returning the Acceptance Letter. Grant Award is subject to final approval by State's signing of contracts.

1. A copy of the contract will be mailed to grantees with the first 90% of the grant award.
2. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this project. The OMS logo is also available for use.
3. All grant recipients will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.
4. Copies of publicity and promotional materials should accompany the evaluation Report Form.
5. The final 10% payment will be made to grantee upon completion of the project and receipt of the Evaluation Report Form at the Utah Office of Museum Services.